

Distribution Company Seeks Customer Service/ Administrative Assistant

Qualifications:

- **Good Customer Service skills, good grammar, phone skills, ability to think and take initiative**
- **Windows/Excel**
- **Ability to organize and prioritize tasks**

Contact:

- **Apply online at VOS, [click here to be connected to VOS](#)**
- **For VOS Assessment & Resume Builder/Assistance [click here for details](#)**

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org